

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Office of the Attorney General**



**DEPUTY ATTORNEY GENERAL**  
**Family Services Division**

**Vacancy Announcement #16-021**

**Salary Range: \$112,547 – \$132,766 (LX-02 Band)\***

The Office of the Attorney General for the District of Columbia seeks candidates for the position of Deputy Attorney General for the Family Services Division. This position is one of senior leadership in the office. Working at the direction of the Chief Deputy Attorney General, the Deputy Attorney General for the Family Division is responsible for the administration and supervision of the sections in the office that handle Child Abuse and Neglect cases.

The Deputy is responsible for important liaison functions with the U.S. Department of Health and Human Services, Administration on Children and Families, the District of Columbia Child and Family Services Agency (CFSA) and the Metropolitan Police Department, and also works closely with the District of Columbia Family Court in Superior Court. The Deputy manages all Division work, including but not limited to:

- Directly supervising four Section Chiefs, and administrative professionals;
- Establishing policies and procedures for the Division, as well as advising the Attorney General and other senior government officials on relevant legal issues;
- Providing training to division staff;
- Reviewing and evaluating cases;
- Drafting legislation and testimony on pending legislation;
- Negotiating and drafting memoranda of understanding with other District agencies;
- Preparing statistical and other reports;
- Representing the Attorney General in meetings with high government officials, including members of the DC Council and their staff;
- Serving as part of OAG's and CFSA's senior management team on various agency-wide issues, including participation on agency committees; and
- Preparing performance evaluations/managing personnel-related issues.

The successful candidate must have a law degree and be an active member in good standing of the bar of any jurisdiction. If not a member of the District of Columbia Bar, the candidate must be sworn into the District of Columbia Bar within 360 days of his/her initial appointment with the Office of the Attorney General for the District of Columbia.

The ideal candidate should have prior relevant supervisory experience, strong interpersonal skills, and effective oral and written communication skills. In addition, the ideal candidate must possess strong managerial and organization skills, substantive knowledge of the Division's practice areas and litigation experience. The ideal candidate should also have knowledge of the operations of the District government and the ability to manage in a fast-paced litigation-oriented environment.

The position is an at-will appointment by the Attorney General of the District of Columbia and is in the Senior Executive Attorney Service (SEAS). Compensation is set by the Attorney General on the LX-2 pay band using a multitude of factors, including prior managerial experience. The selected candidate is required to become a resident of the District of Columbia within 180 days of appointment and remain a District resident during the tenure of the appointment.

This position is outside the Collective Bargaining Unit. Candidates for the position will be subject to a background check.

If you are interested in this opportunity, please submit a cover letter summarizing why you are interested and the skills and abilities you possess that will enable you to succeed in this position, along with a resume, writing sample, and list of three references electronically to [oag.recruitmentattorney@dc.gov](mailto:oag.recruitmentattorney@dc.gov), or by mail to: Arlyntha Love, Office of the Attorney General for the District of Columbia, 441 4<sup>th</sup> Street, N.W., Suite 1100 South, Washington, D.C. 20001.

**Closing Date: February 26, 2016.**

Please include the vacancy announcement number in your cover letter.

**\* Salary in this range will be based on a multitude of factors including applicable rules, regulations and guidelines.**

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## **NOTICE OF NON-DISCRIMINATION**

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code § 2-1401.01 *et seq.*, the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, genetic information, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the act. Discrimination in violation of the Act will not be tolerated. Violators will be subjected to disciplinary action.